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ABSTRACT

This guide for users of the Adelphi University Libraries provides instructions for accessing the bibliographic records of the libraries' holdings, which have been stored online since 1968. The steps necessary to search the Adelphi Libraries Catalog Online (ALICAT) by author, title, subject, or call number are explained using text and illustrations. ALICAT can be accessed through two types of terminals: a keyboard terminal and a touch terminal. Instructions are given for using both types of terminals; using the screen display; and performing a Boolean search. (DMC)

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ALICAT

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THE ONLINE CATALOG

ADELPHI UNIVERSITY LIBRARIES • GARDEN CITY • N.Y.

IR050738

Developed and edited by the Adelphi University Library's CLSI Implementation Team: Doris Johnson, Lois Novas, Mary Jervis, Ramana Kasturi, and Hye Ok Park, chairman. Garden City, August 1983.

WHAT IS ALICAT?

The Adelphi Libraries CATalog Online contains bibliographic records for most of the University Libraries' holdings since 1968. For additional holdings, use the CARD CATALOG.

Use **ALICAT**, the **ONLINE CATALOG**, to search if you know the:

- AUTHOR, or
- TITLE, or
- SUBJECT, or
- CALL NUMBER

ALICAT will also tell you if the material is currently on the shelf.

Consult a librarian for information on:

- DOCUMENTS not listed in the Library's ONLINE CATALOG or CARD CATALOG
- PERIODICALS HOLDINGS RECORDS
- ADELPHI THESES
- OTHER LIBRARY INFORMATION

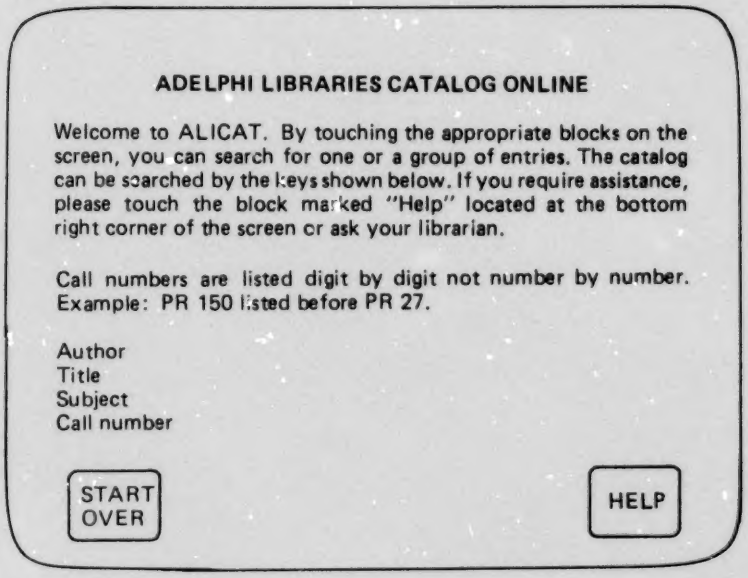
ALICAT can be accessed through two types of terminals:

- a KEYBOARD TERMINAL
- a TOUCH TERMINAL

USE RED TELEPHONE FOR ADDITIONAL ASSISTANCE

HOW TO USE THE TOUCH TERMINAL

To use the **TOUCH TERMINAL**, simply touch the appropriate blocks or lines on the screen. The **TOUCH TERMINAL** has built in HELP messages to guide you through the search process.


ADELPHI LIBRARIES CATALOG ONLINE
Welcome to ALICAT. By touching the appropriate blocks on the screen, you can search for one or a group of entries. The catalog can be searched by the keys shown below. If you require assistance, please touch the block marked "Help" located at the bottom right corner of the screen or ask your librarian.
Call numbers are listed digit by digit not number by number. Example: PR 150 listed before PR 27.
Author
Title
Subject
Call number
START OVER
HELP

For example, to find the books by the author Lillian Hellman:

TOUCH ——————————→ AUTHOR

DON'T HESITATE TO ASK FOR ASSISTANCE • DON'T WORRY ABOUT MISTAKES

The next screen will show the following:

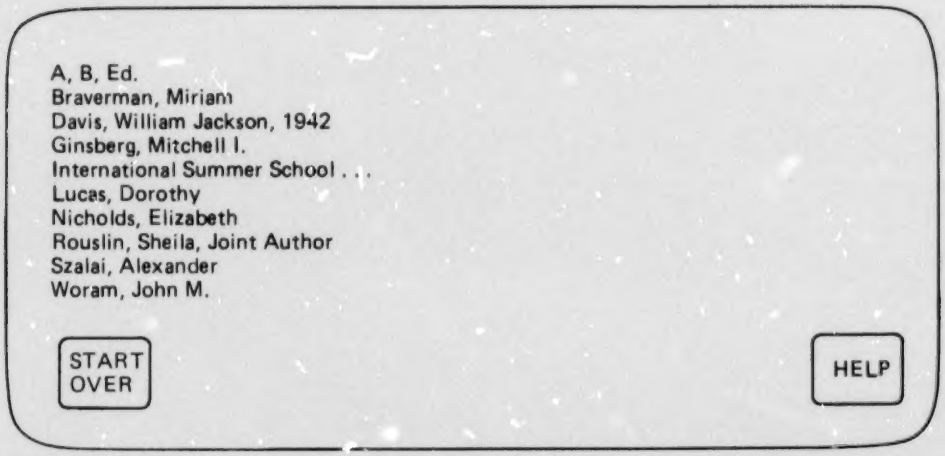


Fig. 2

If there is no entry on the screen that is the same as the entry you are looking for TOUCH THE ONE THAT DIRECTLY PRECEDES IT ALPHABETICALLY, OR NUMERICALLY. See Fig. 2. Repeat this procedure four or five times until the entry you want appears on the screen. See Fig. 3.

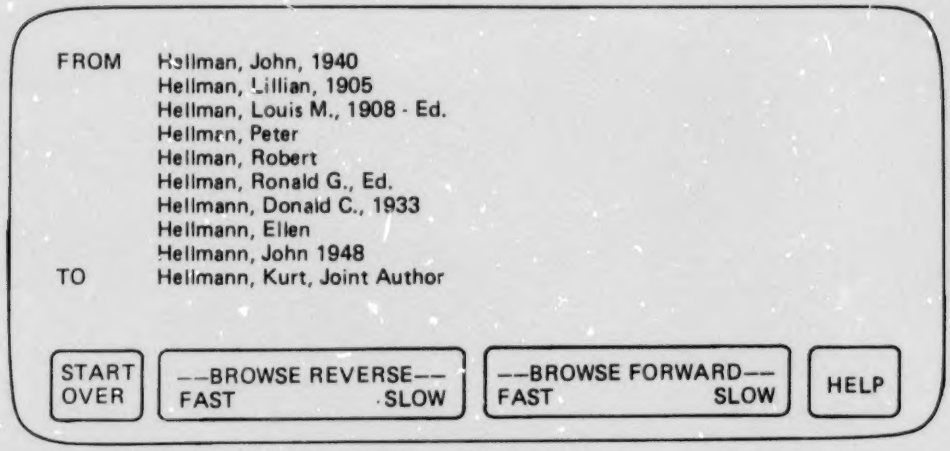


Fig. 3

TOUCH ⟶ HELP for an explanation of the pads at the bottom of a screen.

DON'T HESITATE TO ASK FOR ASSISTANCE • DON'T WORRY ABOUT MISTAKES

The next screen will show the following:

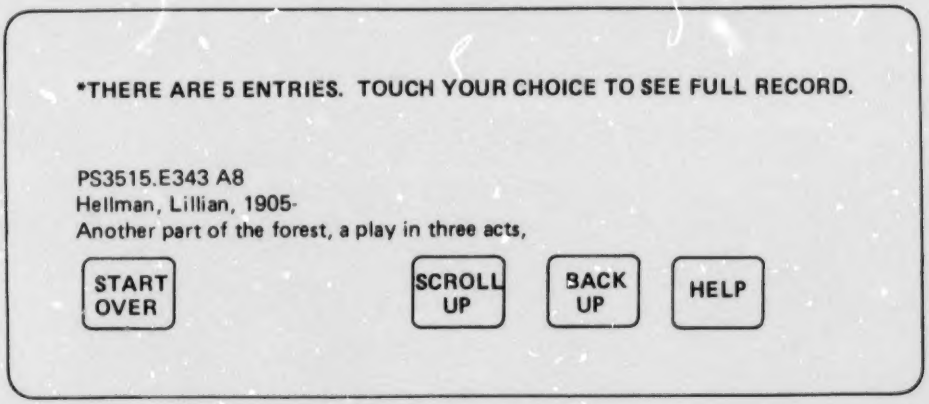

*THERE ARE 5 ENTRIES. TOUCH YOUR CHOICE TO SEE FULL RECORD.
PS3515.E343 A8
Hellman, Lillian, 1905-
Another part of the forest, a play in three acts,
START OVER
SCROLL UP
BACK UP
HELP

Fig. 4

Entries appear one at a time. To see all entries:

TOUCH → SCROLL UP 4 times.

TOUCH the entry you wish to see in full form. The screen will display the following information:

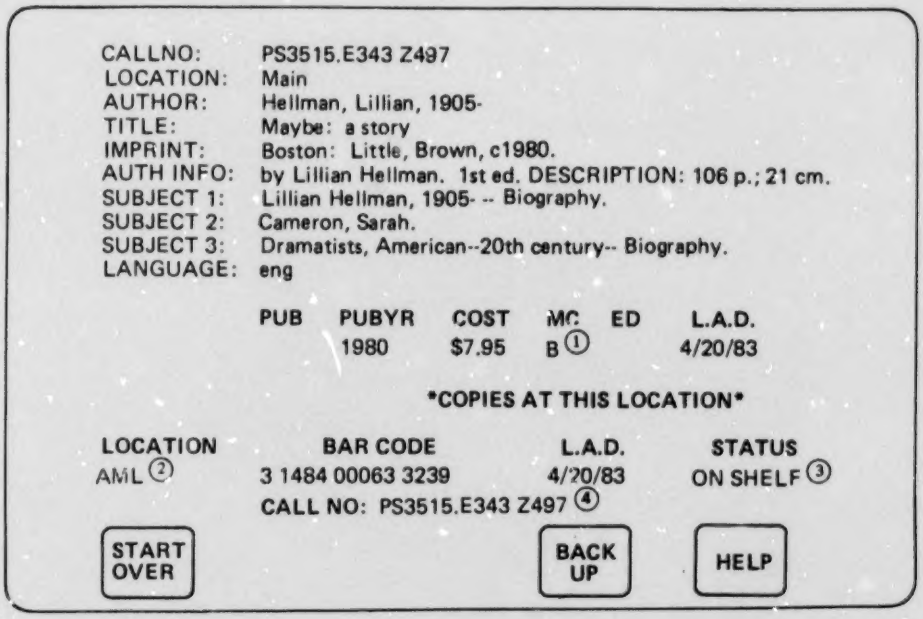

CALLNO: PS3515.E343 Z497
LOCATION: Main
AUTHOR: Hellman, Lillian, 1905-
TITLE: Maybe: a story
IMPRINT: Boston: Little, Brown, c1980.
AUTH INFO: by Lillian Hellman. 1st ed. DESCRIPTION: 106 p.; 21 cm.
SUBJECT 1: Lillian Hellman, 1905- -- Biography.
SUBJECT 2: Cameron, Sarah.
SUBJECT 3: Dramatists, American--20th century-- Biography.
LANGUAGE: eng
PUB PUBYR COST MC ED L.A.D.
1980 $7.95 B ① 4/20/83
COPIES AT THIS LOCATION
LOCATION BAR CODE L.A.D. STATUS
AML ② 3 1484 00063 3239 4/20/83 ON SHELF ③
CALL NO: PS3515.E343 Z497 ④
START OVER
BACK UP
HELP

Fig. 5

① MC=Type of material (B=Book)
② AML=Main Library
③ Book is on shelf.
④ Call No.

Before Leaving The Touch Terminal:

TOUCH → START OVER

The process is the same for:

- TITLE search
- SUBJECT search
- CALL NUMBER search

To use the KEYBOARD terminal follow the instructions on the next pages.

HOW TO USE THE KEYBOARD TERMINAL

To Start a Search:

1. At PROCESS? ⟶ Press [INQUIRY] key.
2. At Function? ⟶ Press [TITLE] key.

To Search by Author, Title, Subject, or Call Number:

1. You need to type a KEY PREFIX symbol in order to access the particular index file. The prefixes are:

COMMA for author	,
PERIOD for title	.
SEMICOLON for subject	;
BACK SLASH for call no.	\

2. You need to type a dollar sign ($) following the last letter or number entered.

Example:		
	AUTHOR	,hemingway$
	TITLE	.for whom the bell$
	SUBJECT	;spain history$
	CALL NO.	\PS3515$

3. At INQUIRY Title? ⟶ Type KEY PREFIX symbol, AUTHOR or TITLE or SUBJECT or CALL NO., $, and press [CR] key.

4. You do not need to enter the complete author, title, subject, or call no. You only need to enter the author's last name, the beginning words of the title or subject, or the first element of the call no.

Example: .for whom the bell$

Note the Location of the Following Keys:

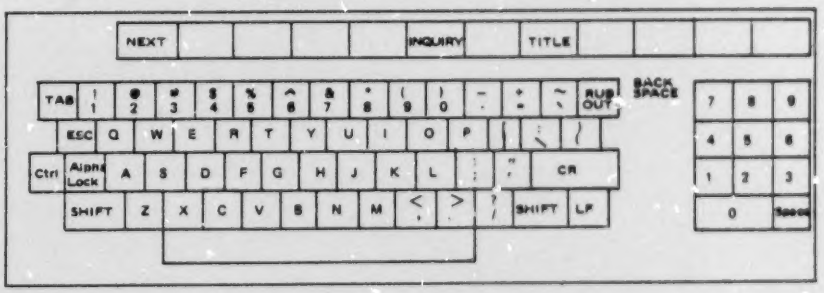


Fig. 6

DON'T HESITATE TO ASK FOR ASSISTANCE • DON'T WORRY ABOUT MISTAKES

HOW TO USE THE SCREEN DISPLAY

Full Record:

If your search finds only one record, you will see a full record display. (See Fig. 8 on the next page.)

Brief Record:

If your search finds more than one record, the screen will display multiple brief records. (See Fig. 7)

If there are more records than can be displayed on one screen, the screen will start scrolling up. To stop the scrolling hold [CTRL] key down and press [S] key. You may hit any key to restart the display.

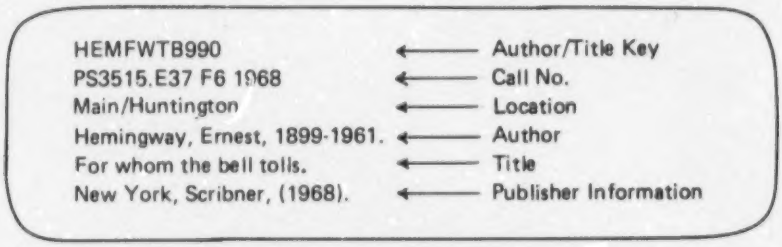

HEMFWTB990 ← Author/Title Key
PS3515.E37 F6 1968 ← Call No.
Main/Huntington ← Location
Hemingway, Ernest, 1899-1961. ← Author
For whom the bell tolls. ← Title
New York, Scribner, (1968). ← Publisher Information

Fig. 7

To Select an Entry and Request the Display of a Full Record:

1. Hold [CTRL] key down and press [P] key.

2. At "CIRCONLINE IN PROCESS
   What do you want to do?"

   a. Type in "cont" and press [CR] key to restart the display of brief records;

   b. Type in "func" and press [CR] key to request the display of a full record.

3. At "INQUIRY
   Title?"

   Type the AUTHOR/TITLE KEY and press [CR] key. (See the top line of brief record, Fig. 7)

4. A full record with item information will be displayed. (See Fig. 8)

Example of a Full Record Display:

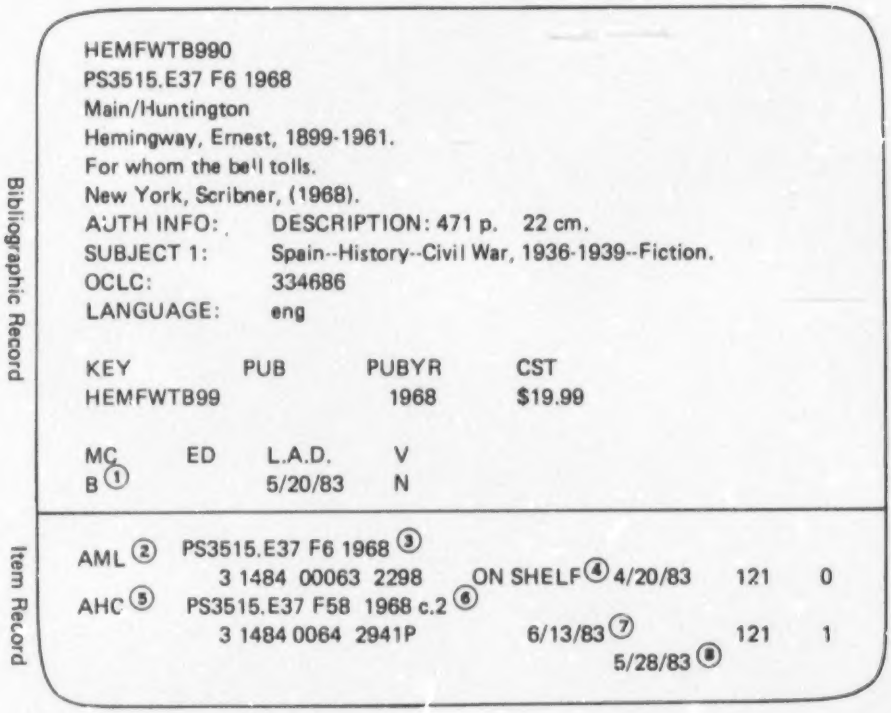


Fig. 8

① Type of material (B=Book)
② Main Library
③ Call no. of copy 1
④ Copy 1 available on shelf
⑤ Huntington Center
⑥ Call no. of copy 2
⑦ Due date of copy 2
⑧ Date copy 2 checked out

IF MATERIAL IS CHECKED OUT, YOU MAY PLACE A HOLD AT THE CIRCULATION DESK

Before Leaving the Keyboard Terminal:

Press ESC key twice or until you see PROCESS? on the screen.

DON'T HESITATE TO ASK FOR ASSISTANCE • DON'T WORRY ABOUT MISTAKES

HOW TO DO A BOOLEAN SEARCH

TO SEARCH BY COMBINING AUTHOR, TITLE, SUBJECT, CALL NUMBER, OR TYPE OF MATERIAL, IS CALLED BOOLEAN SEARCH. BEFORE ATTEMPTING A BOOLEAN SEARCH CONSULT A LIBRARIAN.

Step 1.	At PROCESS?	Type in "search" and press [CR] key.
Step 2	BOOLEAN SEARCH - Job # Term 1:	Type in the author, title, subject, or call no. with appropriate KEY PREFIX and press [CR] key.
Step 3.	AND/OR/NOT/ALL?	Type in "and" or "or" or "not" and press [CR] key.
Step 4.	Term 2:	Type in another term with KEY PREFIX and press [CR] key.
Step 5.	AND/OR/NOT/ALL?	Type in "and" or "or" or "not" and press [CR] key. OR If you do not wish to add another term, type in "all" and press [CR] key.
Step 6.	Term 3:	Type in another term with KEY PREFIX and press [CR] key OR Press [NEXT] key.
Step 7.	PUBYR, COST, or MATCLA?	Type in "pubyr" to restrict by year of publication; or, type "cost" to restrict by cost of publication; or, type "matcla" to restrict by type of publication.
Step 8.	PUBYR:	Type in a year or a period of years preceded by a greater (>) or less (<) than sign; e.g. > 1980.
Step 9.	Searching . . .	Wait.
Step 10.	Display of short records.	Select and type in the number of record for detail. (Fig. 7)
Step 11.	Full record display.	See Fig. 8.
Step 12.	To continue to another search.	Press [ESC] key until you get "Term 1:" on screen. Go to step 2.
Step 13.	To end.	Press [ESC] key until you get "PROCESS?" on screen.
Step 14.	PROCESS?	Now you may leave the terminal.

DON'T HESITATE TO ASK FOR ASSISTANCE • DON'T WORRY ABOUT MISTAKES

```
PROCESS?                    search

BOOLEAN SEARCH -  Job #2

Term 1:                     ;technology and state$ CR
AND/OR/NOT/ALL?             and CR
Term 2:                     ;industry$ CR
THERE ARE AT LEAST    270 ENTRIES FOR THIS TERM

AND/OR/NOT/ALL              and CR
Term 3:                     NEXT
PUBYR, COST, or MATCLA?     pubyr CR
PUBYR:                      >1980 CR    1980

Searching . . .
```

```
1    ROTIIAP99          1981        $19.99        B                PAGE 1
HC79.T4 R68
Rothwell, Roy.
Industrial innovation and public policy : preparing for the 1980s and the

2    *GATPRO99          1982        $33.35        B
HC110.T4 G68 1982
Government and technical progress : a cross-industry analysis.
```

Fig. 9

```
No more entries.

Enter number of record for detail or <NEXT> to Escape : 2 CR
```

```
CALL NO:        HC110.T4 G68 1982
LOCATION:       Main
TITLE:          Government and technical progress : a cross-industry analysis
IMPRINT:        New York : Pergamon Press, c1982.
AUTH INFO:      edited by Richard R. Nelson. DESCRIPTION: viii, 498 p. ; 24 cm.
SERIES:         The Technology policy and economic growth series
NOTE 1:         Includes index.
SUBJECT 1:      Technological innovations -- Government policy -- United States.
SUBJECT 2:      Technology and state -- United States.
SUBJECT 3:      Industry and state -- United States.
AD ENTRY 1:     Nelson, Richard R.
LCCN:           82-3869
ISN:            0080288375
OCLC:           8305790
LANGUAGE:       eng

  KEY          PUB    PUBYR   COST     MC   ED    L.A.D.     V
*GATPRO99             1982    $33.35   B          1/21/83    N


<RETURN> for item detail, <ESC> for Page 1  CR
AML     (AML)    HC110.T4 G68 1982
                 3 1484 00010 9479 ON SHELF     44     0
```

Fig. 10

DON'T HESITATE TO ASK FOR ASSISTANCE • DON'T WORRY ABOUT MISTAKES